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Tangible Awards Scale

(Excerpt from Chapter I - Civil Service Commission - Part 32)

Cash awards, tangible benefits. A cash award may be made for an employee contribution exceeding job requirements that results in tangible benefits having a value of \$50 or more. The amount of such award shall be not less than \$15 and shall normally be based on the estimated net monetary benefits for the first full year of operation following use of the contribution. The amount of the award shall be determined in accordance with the table and other provisions of this section, unless for special reasons the head of the department determines that a different amount is justified, in which case such reasons will be documented in support of the action taken.

TABLE --- Award Scale for Tangible Benefits

<u>Tangible Benefits</u>	<u>Amount of Award</u>
\$50 - \$300	\$15
\$301 - \$10,000	\$15 for the first \$300 in benefits and \$5 for each additional \$100 or fraction thereof.
\$10001 - \$20,000	\$500 for the first \$10,000 in benefits and \$5 for each additional \$200 or fraction thereof.
\$20,001 - \$100,000	\$750 for the first \$20,000 in benefits and \$5 for each additional \$1,000 or fraction thereof.
\$100,001 or more	\$1,150 for the first \$100,000 in benefits and \$5 for each additional \$5,000 or fraction thereof.

The head of the department shall not make a cash award in excess of \$5,000 in any case without prior approval of the Commission.

## GUIDE FOR DETERMINING AWARDS FOR EMPLOYEE SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION, SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE OF THE PROGRAMS AFFECTED.

DEGREE OF BENEFIT	EXTENT OF APPLICATION				
	LIMITED	LOCAL	EXTENDED	BROAD	GENERAL
SLIGHT	\$ 15-25**	\$ 25-50	\$ 50-75	\$ 75-150	\$ 150-250
MODERATE	50-100	100-150	150-200	200-300	300-400
HIGH	150-250	250-350	350-450	450-600	600-750
EXCEPTIONAL	300-500	500-700	700-1000	1000-1500	1500-25000

## DEGREE OF BENEFIT

SLIGHT	MINOR MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, LIMITED POTENTIAL VALUE.
MODERATE	CONSIDERABLE MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, HIGHER POTENTIAL VALUE.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE, VERY HIGH POTENTIAL VALUE.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE, SUCH A CONTRIBUTION WHICH SUBSTANTIALLY ADVANCES AN IMPORTANT ACTIVITY OF THE AGENCY OR MAKES A SIGNIFICANT CONTRIBUTION TO SCIENTIFIC KNOWLEDGE.

## EXTENT OF APPLICATION

LIMITED	AFFECTS THE IMMEDIATE WORK AREA OR IMMEDIATE ASSOCIATES. (1 to 25 employees.)
LOCAL	AFFECTS MORE THAN THE IMMEDIATE WORK AREA OR ASSOCIATES BUT IS WITHIN AN INSTALLATION, A FACILITY, A TECHNICAL OFFICE, A BRANCH, A DIVISION OR IS IN THE PUBLIC INTEREST ONLY IN THE LOCALITY. (26 to 1000 employees.)
EXTENDED	APPLICABLE TO SEVERAL INSTALLATIONS OR FACILITIES, OR IS IN THE PUBLIC INTEREST IN SEVERAL LOCALITIES OR IS WITHIN A MAJOR ORGANIZATIONAL ELEMENT SUCH AS A DEPUTY DIRECTOR'S COMPONENT. (1000 to 4000 employees.)
BROAD	APPLICABLE TO MANY INSTALLATIONS OR FACILITIES, TO TWO OR MORE DEPUTY DIRECTOR'S COMPONENTS, IS OF AGENCY-WIDE APPLICATION, OR IS IN THE PUBLIC INTEREST IN SEVERAL AREAS. (4000 or more employees.)
GENERAL	APPLICABLE THROUGHOUT SEVERAL LARGE AGENCIES OR A LARGE DEPARTMENT, OR IS IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

\*\*THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED COOPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

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### SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

SUSPENSE DATE

**INSTRUCTIONS:** Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

SIGNATURE OF EVALUATOR (Type name and title)

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**EYES ONLY**

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**OFFICIAL ROUTING SLIP** **SECRET**

25X1A

TO	NAME AND ADDRESS	DATE	INITIALS
1	██████████ 2 D 50 HQ	20 Nov 68	THA

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2			
3	██████████	21 Nov 68	DTA
4	loan		
5			
6			

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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

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**Remarks:** ██████████  
██████████ has reviewed and signed the Minutes of the Special Panel Mtg. He also gave us some suggestions on the approval memo on the ██████████ case before final typing.

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Request your signature on the Minutes and the concurrence and signature of Messrs. ██████████ and ██████████. Will you call me please when this has been reviewed so I can take the material to Mr. Wattles?

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Your copy of the minutes and supporting case summaries is attached.

✓ x-2731

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

20 Nov 68

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